

Instructions for Calculating Expenses for CLTS Foster Home, Treatment Foster Home,
and Shift Staff Treatment Foster Home (Appendix J-9)
Using Actual Expenses

This appendix contains three separate fillable Excel spreadsheets which are CLTS Foster Care calculation forms (Uniform Foster Care Brochure, Actual Expenses, Adult Family Home). To ensure accurate rate calculation, download the appropriate form. This spreadsheet is form fillable; therefore, enter data only in the grey fields and the remaining fields will automatically populate.

Demographic Information

1. Enter the name and age of the participant.
2. Enter the foster home name, number of occupants (total number of people who live in the home), and place an “X” next to the type of foster home.
3. Enter the Basic Rate according to the Uniform Foster Care Brochure (<http://dcf.wi.gov/children/foster/progserv/Undrufcr.htm>)
4. Enter the Supplemental and Exceptional Rates, which are calculated by the Child Welfare worker who is assigned to the child and is making the placement.
5. The Facility Total Monthly Room and Board Rate is the Total Monthly Rate that is automatically calculated in Section 3 of the form.

Section 1: Calculation of Housing and Food Expenses Using Actual Expenses

1. On the first line, enter the actual expenses for either renting or owning the home. For a non-rental home, the total budget includes depreciation and mortgage interest, insurance (title, mortgage, property, and casualty), building and/or maintenance costs.
2. On the second line, enter the total household food budget.
3. On the remaining lines, enter the total household expense for each item.
 - Depending on the foster home, some of the fields may be left blank. For example, a home may not have separate expenses for heating fuel if that cost is combined with the electricity amount.

Section 2: Calculation of Participant-Specific Expenses

1. Complete this field only if there are expenses that are for the specific participant child **only**. Child-specific expenses could include, but are not limited to, a high electric bill due to ventilator use.
2. If there are no participant-specific expenses, leave this section blank.

Section 3: Total Monthly Rate Summary

- The total monthly rate is calculated automatically by adding together the total of Section 1 and the total of Section 2 (if applicable).

Section 4: Calculation of Housing and Food Expenses to Determine ReducedExceptional Rate

- This section is used to calculate the reduced exceptional rate.
- 1. Next to “Housing,” enter the percentage of housing costs attributable to the child’s needs, based upon the child’s age, as identified in the Uniform Foster Care Brochure (<http://dcf.wi.gov/children/foster/progserv/Undrufcr.htm>).
- 2. Next to “Food,” enter the percentage of food costs attributable to the child’s needs, based upon the child’s age, as identified in the Uniform Foster Care Brochure (<http://dcf.wi.gov/children/foster/progserv/Undrufcr.htm>).

Section 5: Foster Care Checks and Balances

- In this section, the worksheet automatically calculates the Reduced Basic Rate and the Reduced Exceptional Rate, based upon entries made above. The Supplemental Rate you entered at the top of the sheet is also repeated here.

Section 6: Balancing of Expenses

- It is very important that the CLTS Waivers do not pay more for foster care than what Child Welfare calculated. In order to ensure the Waivers are paying the appropriate amount, the two totals in this section should equal each other.
- If the two totals are not equal, go back and check your entries.

Section 7: Information for the ISP

- Administrative costs apply only to Shift Staff Treatment Foster Homes and Treatment Foster Homes.
- Each of the totals from this section should be placed on separate lines on the ISP with the appropriate funding source(s) reflected. These calculations should not be combined when placed on the ISP.
- CLTS Allowable:
 - Supplemental Rate
 - Reduced Exceptional Rate
 - CLTS Administrative Costs
- Not CLTS Allowable:
 - Room and Board
 - Reduced Basic Rate
 - Child Welfare Administrative Costs